



Minutes

Hartford Parking Authority
Regular Meeting of HPA Board
Thursday, February 9, 2006
155 Morgan Street, Hartford, CT 06106

Present: Chairman Carson
Vice Chairman Luis Caban
Treasurer Paddi LeShane
Commissioner James Thompson
Commissioner Richard Twilley

Also Present: Jim Kopencey, Executive Director
Carey E. Redd, II, Associate Director
John Michalik, Chief Financial Officer
Denise Aguilera, Corporation Council
Anthony Amenta, President, Amenta/Emma Architects

Roll Call / Attendance

Chairman Carson called the Hartford Parking Authority meeting to order at 8:10AM.
Mr. Redd conducted roll call. There was a quorum.
Treasurer LeShane and Ms. Aguilera entered the meeting at 8:15 AM.

Approval of HPA Minutes

Chairman Carson called for a motion to accept the minutes of the January 12, 2006 Regular Monthly Board Meeting with the necessary corrections.

A motion to accept the minutes of the December 8, 2005 Regular Monthly Board Meeting was made by Commission Twilley, seconded by Treasurer LeShane, and passed unanimously.

Ongoing Business and Committee Report(s)

1. Morgan Street Garage (MSG) Revenue Control (RCS) Modifications Update – Mr. Kopencey
Mr. Kopencey reported that a substantial portion of the RCS Exit Cashiering Booths installation at MSG was complete; and after the install is finished, the Pay-On-Foot Units will be removed.
2. MAT and Church Street Garage Repairs – Mr. Kopencey
 - A. MAT Garage Repairs - Mr. Kopencey reported that the improvements to the SE Lobby were complete; the MAT Garage still did not have a Certificate of Occupancy; however, progress was being made on the Fire Suppression and Alarm System.
 - B. Church Street Repairs - Mr. Kopencey reported that the parking facility was now fully ADA compliant; drain improvements were complete; the installation of new energy efficient lighting system was finished and after CL & P inspects the installation, the HPA will receive a \$84,000 conservation grant; and lastly, a small punch list of open items for the Lower Lobby remains to be completed.

Mr. Kopencey stated that the public has provided the HPA with positive feedback on the improvements to the Church Street Garage.



3. Commercial Space Construction Update – Mr. Amenta

Mr. Amenta, the HPA's architectural consultant, stated that the construction at the MSG would consist of:

- Commercial Space for potential tenants
- Security Office
- Energy efficiency improvements to the Administrative Office
- Assumption of On-Street Parking

Mr. Amenta stated design work would be performed by Amenta-Emma and the construction would be contracted to a qualified firm through a public bid process; and the total expense for the improvements would be approximately \$1.3 million.

Mr. Amenta reported four (4) firms had participated in a mandatory construction site walk through; Requests for Proposals (RFP) from the firms were expected by 2:00 PM February 9, 2006; and a bid evaluation matrix will be used to rank the responses to the RFPs.

In response to Treasurer LeShane's question, Mr. Amenta stated he has had mixed experiences when working with firms that have a Liquidated Damages Clause (LD's) in their contract and identified the following reasons why:

- Owners will sometime use any excuse to find fault
- The bid amount will increase due to the higher risk / Cost is passed on the owner
- The burden of proof is on the owner and quite often hard to establish.

Mr. Amenta stated that the HPA could ensure the success of the construction projects by:

- Hiring an experienced contractor and "HARD" monitoring their performance
- Identifying time critical elements and completing the first 20% of construction which is time critical)
- Use a combination of early completion bonuses and penalties as an alternative to LDs.

4. Supply/Demand and Site Alternate Analysis Study – Mr. Redd

Mr. Redd stated that Walker Parking Consultants has been collecting data for approximately two (2) weeks and a series of meetings was set up for February 16, 2006 in the HPA offices. Walker representatives will be meeting with stakeholders to get their input; i.e. City Council, City Departments, Major Developers, Retailers, Parking Operators and Entertainment/Cultural Organizations.



New Business

1. Election of Officers

Chairman Carson stated that the HPA By-Laws requires elections of officers to be held annually. The Commissioners unanimously decided to retain the offices they currently held for the upcoming year. Mr. Carson will continue to serve as chairman, Mr. Caban will continue to serve as vice chairman, and Ms. LeShane will continue to serve as Treasurer.

2. Award of Commercial Space Bid – Mr. Kopencey and Ms. Aguilera

Mr. Kopencey stated this topic was thoroughly discussed under Mr. Amenta's report and added Ms. Aguilera was working on the agreement for contractor that would be awarded the Commercial Space/Construction projects.

3. Treasurer's Report/Financial Update – Treasurer LeShane and Mr. Michalik

Treasurer LeShane reported that January continued a trend in recent months of solid revenue as Church Street Garage had its best month of the fiscal year and both MAT Garage and Morgan Street Garage came close to their highs.

Mr. Michalik stated that despite the weak start this fiscal year revenues are lagging Budget by only 4% as compared to 6% last month. Mr. Michalik also said that efforts to reduce spending have been made to offset lower than expected revenue. As evidence of this, Morgan Street Garage spending is 10% below Budget through January as compared to 7% last month.

4. Change in 2000 Series Capital Projects – Mr. Michalik

Mr. Michalik stated that monies remaining in the 2000 Series Bond Fund Taxable Construction Account (Morgan Street Garage) together with monies appropriated last year for completion of Morgan Street Garage construction are not sufficient to cover the Authority's portion of expected build-out costs for the commercial space. Costs are estimated at \$1.3 to \$1.5 million. Monies available for Morgan Street Garage completion are only \$640K. As a result, bond counsel prepared a resolution for the Authority to approve the transfer of \$860K from the "Church Street Garage Structural Repairs" account (in last year's \$15 million City Council appropriation) to "Remainder of Construction Contract at Morgan Street Garage". Church Street Garage Structural Repairs monies are available for this use after last year's decision to not proceed with this project. Mr. Michalik concluded by saying that informal approval of this transfer by the Mayor and the Director of Finance had been obtained.



5. Introduction of Preliminary FY 2006/2007 Capital Budget – Treasurer LeShane and Mr. Michalik

Treasurer LeShane presented the Preliminary FY 2006/2007 Capital Budget for the Commissioners' review. Treasurer LeShane stated that the Capital Budget is broken out by facility and includes improvements for MAT Garage, Morgan Street Garage, and the two surface lots for which the Authority now has control – the Columbus Boulevard Employees Surface Lot and the City Library Lot on Arch Street. The total budget is \$2.1 million.

Mr. Kopencey stressed that this Capital Budget includes some items which were part of last year's \$15 million City Council appropriation and other items which are new.

6. Personnel Committee Report – Commissioners Thompson and Twilley Commissioner Thompson reported the Personnel Committee held preliminary discussions with the HPA Staff and had requested some additional information from them. Commissioner Thompson stated the Committee would prepare a report for the next Regular Monthly Board Meeting.

7. Open Session - No public comments were rendered.

8. Adjournment

Chairman Carson called for a motion to adjourn. The motion was made by Commissioner Twilley, seconded by Commissioner Thompson, and carried unanimously. The Regular Monthly Board Meeting for Thursday, February 9, 2006 adjourned at 9:55 AM.